

## CITY OF HAYWARD

### AIRPORT NOISE/OPERATIONS COORDINATOR

#### DEFINITION

To plan, organize, implement and evaluate the airport's noise management program and to provide administrative and analytical staff assistance to the Airport Director.

#### SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Airport Director. Responsibilities include supervision of assigned staff in the noise management program.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Enforces City's noise ordinance.
2. Assists in the development and implementation of goals, objectives, policies and priorities relative to the noise management program.
3. Develops curricula and conducts noise abatement seminars for pilot and community groups; conducts field workshops for pilots and flight instructors explaining the relationship of flight techniques to noise level.
4. Administers noise abatement program including hot line and responds to difficult noise complaints and requests for information.
5. Operates permanent noise monitoring system and related equipment; compiles and correlates all pertinent noise data.
6. Conducts flight tests and defines the technical conditions under which an aircraft is permitted to operate at the airport.
7. Investigates and analyzes current and potential noise problems; identifies aircraft and issues citations to violators of airport noise ordinance.
8. Provides administrative and staff support to the Airport Director and Airport Operations Manager including making decisions regarding routine operations matters in the Operations Manager's absence.
9. Assists in development of reports and departmental presentations.

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EXAMPLES OF DUTIES (continued)

10. Advises the Airport Director regarding operational activities that affect the surrounding environment.

ESSENTIAL DUTIES

11. Coordinates airport noise abatement operations with outside public and private agencies.
12. Supervises, trains and evaluates assigned staff and assists in selecting staff.
13. Assists in the preparation of the departmental budget.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of principles and practices of airport organization, administration, public relations and budget.
- B. Knowledge of airport operations and procedures commonly used at a general aviation airport including training procedures and traffic pattern provisions.
- C. Knowledge of operating characteristics of fixed and rotary wing single and multi-engined aircraft.
- D. Knowledge of instrumentation used to measure, record and distinguish ambient and discrete noise sources.
- E. Knowledge of the relationship of flight techniques to noise levels.
- F. General knowledge of air traffic control procedures.
- G. Knowledge of federal, state, and local rules and regulations governing airport operations.
- H. Knowledge of noise abatement problems and procedures.

Knowledge, Abilities and Skills (continued)

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- I. Ability to use a personal computer.
- J. Ability to establish and maintain effective working relationships with pilots, community groups, City staff and other aircraft regulatory personnel, including State and Federal agencies.
- K. Ability to coordinate and conduct workshops and seminars.
- L. Ability to read and interpret ordinances, rules, regulations and FAA manuals.
- M. Ability to compile and correlate all pertinent noise data.
- N. Ability to write reports, news releases, public relations documents and letters.
- O. Ability to gather data and analyze and make recommendations regarding procedures, policies and overall operations.
- P. Ability to supervise, train and evaluate assigned staff.
- Q. Skill in oral communication.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience - Three years within the last five years of general airport administration and field operations experience requiring considerable public contact and including two years of responsibility for managing aircraft noise.

Education - Graduation from a college or university with a major in Business or Public Administration, Aeronautical Engineering, Airport Management, Public Relations or a related field. Additional professional experience in an aircraft noise management program may be substituted for the required education on a year for year basis.

License - Possession of a valid Class C Driver's License at time of appointment. A pilot's

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license is desirable.

PROBATIONARY PERIOD: One Year

733CS92

July 1986

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AAP GROUP: 4

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt